

Fountain Hills Community Association

Board of Directors Meeting

December 3, 2020

The Board of Directors of Fountain Hills Community Association held a Virtual Board of Directors Meeting on Thursday, December 3, 2020 at 7:30 p.m.

Board Members Present:

Jeff Chai, President
Nancy Dofflemyer, Vice President
Jeff Green, Treasurer
Grant Izmirlian, Secretary
David Holtzman, Member at Large
Nicolm Mahabir, Member at Large
Frank Walsh, Member at Large

Management Present:

Delphine Matthews, Community Manager
Marcy Grove, Recording Secretary

I. CALL TO ORDER

The Board of Directors Meeting was called to order by Jeff Chai at 7:31 p.m. Jeff Chai reviewed “ground rules” to ensure the virtual meeting ran smoothly.

II. PREVIOUS MEETING MINUTES

No draft meeting minutes are available from the August, September, October Board of Directors and November Annual meetings. Recordings may be accessible for the September and October meetings; Frank Walsh also took detailed notes at the November Annual meeting. **Frank Walsh made a motion seconded by Nancy Dofflemyer that should these recordings be retrieved, the recording secretary should transcribe draft minutes. The motion was unanimously approved.** Delphine Matthews recommended any meeting notes also be shared

III. OLD BUSINESS

A. CCOC Complaint Updates

1. Both cases are now closed. The mediated agreement regarding tree work required a tree survey be conducted by an arborist and shared with owners (the Bartlett report is posted on the community website) prior to any maintenance being performed. A Landscape Committee will be formed to advise the Board of Directors on recommended tree maintenance. No work is anticipated to commence before the spring season.

2. The second case has been withdrawn.

B. Tree Survey

The Bartlett Tree & Shrub Care Plan has been posted on the website for homeowner review.

IV. NEW BUSINESS

A. Board Officer Positions

Nicolm Mahabir presented a motion that the new directors serve in the following positions:

President: Jeff Chai

Vice President: Nancy Dofflemyer

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Treasurer Jeff Green

Secretary: Grant Izmirlian

Directors: David Holtzman, Niclom Mahabir & Frank Walsh

The motion was seconded by Grant Izmirlian and carried seven to zero.

B. 2021 Landscape & Snow Removal Contracts

Brightview Landscaping has presented a renewal contract for 2021 through 2023 maintenance services for \$173,484 for 2021 (a 3% increase over 2020) and proposing 3% increases for 2022 and 2023. The snow removal contract may only be accepted if the landscape maintenance contract is renewed. The directors undertook consideration of the contractor's performance, the length of contract term and the community's needs due to time of year with impending winter weather. Enhancement additions of an additional third leaf collection and turf aeration and over-seeding were recommended; the directors resolved to await Landscape Committee suggestions before adding services. The snow removal proposal included a start trigger of three inches' precipitation, changing this to a start trigger of two inches' precipitation was assessed as preferable. With observations concluded, **David Holtzman motioned to accept the one-year landscape maintenance contract with Brightview and the 2021 snow removal contract amending the start trigger to two inches of precipitation. The motion was seconded by Jeff Chai and unanimously approved by the seven directors.**

C. Fountain Replacement Proposals

Delphine Matthews presented the two proposals responding to the Request for Proposal. American Pools offered an estimate of \$173,000 (\$62,000 for parts/materials, \$110,000 for labor) and could commence work within five to eight weeks. Waterworks' estimate of \$139,000 (\$99,000 for parts/materials, \$40,000 for labor) could be launched in six to eight weeks. Both proposals provided for demolition and removal of the existing fountains, use of a sub-contracted electrician and product and workmanship warranties. The fountains would be replaced with the same style, dimension and details per the existing design. Management experienced challenges obtaining a third bid. After due evaluation by the Board of Directors, **Nancy Dofflemyer made a motion to accept the Waterworks fountain replacement proposal for \$139,000, seconded by Grant Izmirlian. The motion was approved seven to zero.**

D. Reserve Study Proposals

Noting this process was last conducted in 2012, Delphine Matthews reviewed three proposals for a Level II study:

Association Reserves: \$4,700

Becht Engineering: \$3,800

Miller & Dodson: \$5,931.

Sample reports were provided from two bidders; Miller & Dodson had conducted the 2012 study.

Frank Walsh made a motion to engage Miller & Dodson at a cost of \$5,931 to perform the reserve study; the motion received a second from David Holtzman. The Board approved the motion six to one.

E. No Parking Sign

A homeowner has repeatedly requested installation of a No Parking sign on Rising Sun Lane; the area near this owner's driveway has a small space which blocks egress when a vehicle is parked there. The installation cost is \$215. **Jeff Green made a motion to install the sign at the southeast**

end near 13300 Rising Sun Lane for \$215. Frank Walsh seconded the motion which was unanimously approved.

F. Rodent Control Issue

Management has received reports of rodent infestations in several areas, notably Lake Mary Celeste Lane, Little Star Lane, Scarlet Mist Way, Tivoli Fountain Court and Rising Sun Lane. One home on Rising Sun Lane has been feeding outdoor felines, providing a food source for rodents; a secondary factor seems to be regular and frequent presentation of bagged household trash without cans with secure lids. The Enforcement Committee had previously reported the Rising Sun Lane address to Montgomery County 311. While no motion was made, the Board of Directors requested management cite the address above and include information regarding proper trash presentation procedure, supported by the Rules & Regulations and governing documents be communicated to all residents in the next mailing.

G. COMMITTEES

The annual appointment of committees was conducted; committee may be activated with a membership of at least three members. Committee must present minutes of meetings and progress reports to the Board of Directors.

1. Landscape

The Landscape Committee must have membership both from the townhomes and single-family homes. Volunteers identified for this committee were Jackie Arnold, Nicholas Duncan, Lori Summers and Clay and Ellen Vaughan. **Nancy Dofflemyer motioned activation of the Landscape Committee with the above-named volunteers and Lori Summers serving as the chairperson. Nicolm Mahabir seconded the motion which was approved seven to zero.**

2. Parking Enforcement

Denise Herbert may volunteer to serve; at this meeting, Jeff Green, Sherry Lee and Harry Matchett volunteered to serve. **Nancy Dofflemyer moved to activate the Parking Enforcement Committee with the three members above. Grant Izmirlian seconded the motion. The motion was approved five affirmative votes to one opposed (Frank Walsh) with one abstention (Nicolm Mahabir).**

3. Architectural Review

The current members all volunteered to continue their service: Siu Poon, David Ruan and JoAnn Windsor. **Frank Walsh made a motion to activate the Architectural Review Committee with these volunteers; Nicolm Mahabir seconded the motion which was unanimously approved.**

4. Covenants Enforcement

Jackie Arnold, Jeff Green, Harry Matchett, Lori Summers and JoAnn Windsor had volunteered to serve on this committee. **Nancy Dofflemyer made a motion to activate this team as the Covenants Enforcement Committee and was seconded by Jeff Green. The Board of Directors approved the motion five to two (Nicolm Mahabir and Frank Walsh opposed).**

5. Webmaster

Frank Walsh moved to continue Rick Morris' service as the Fountain Hills Community Association's webmaster. Nicolm Mahabir seconded the motion and the Board of Directors unanimously approved the motion.

6. Pool and Social Committees

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Two members have volunteered, Niclom Mahabir and Siu Poon; under COVID-19 restrictions and the absence of a third member, activation was deferred for volunteer solicitation and added to the January 2021 meeting agenda.

V. HOMEOWNER OPEN FORUM

Lori Summers, 18943 Fountain Hills Drive: Looks forward to receiving details of the Landscape Committee duties and responsibilities. Complimented progress at the pool.

Mike Poness, 18912 Porterfield Way: Congratulated the new Board and Committee members and requested rapid communication of meeting actions on the website.

Nicholas Duncan, 18703 Autumn Mist Drive: Inquired about the covenants inspection process. Enforcement and citation of violations will be conducted by the committee and shared with management.

Rick Morris, 18908 Porterfield Way: Recommends updating trash, recycling and bulk waste documents on the community website.

David Holtzman, 18715 Sparking Water Drive: Highlighted the need to communicate to townhome owners that the condominium trash areas are for exclusive use of condominium residents.

Jeff Green, 13431 Rising Sun Lane: Suggested the IKO portal also be communicated to homeowners as a resource for information.

VI. ADJOURNMENT OF THE BOARD TO EXECUTIVE SESSION

Jeff Chai moved to adjourn the Board of Directors meeting at 9:38 pm and enter Executive Session.
Nancy Dofflemyer seconded the motion which carried seven to zero.

VII. RESULTS OF THE EXECUTIVE SESSION

The Board of Directors reviewed a service provider's performance relative to a recently received renewal contract and will solicit other provider proposals.

VIII. ADJOURNMENT OF EXECUTIVE SESSION

Niclom Mahabir moved to adjourn the Executive Session at 10:02 pm; Grant Izmirlian seconded the motion which carried six to zero, David Holtzman having departed the meeting during Executive Session.

Respectfully Submitted,

Marcy Grove